July 28, 2003

National Crime Information Center (NCIC)
TECHNICAL AND OPERATIONAL UPDATE (TOU) 03-3

SECTION 1 -- MESSAGE TO CONTROL TERMINAL OFFICERS AND FEDERAL SERVICE COORDINATORS

Section 2.1 contains modifications to several administrative messages.

Section 2.2 contains information about the modification of entry acknowledgment messages to identify the record.

Section 2.3 provides for the expansion of the administrative message format to include any special character.

Section 2.4 modifies the Article File to send an administrative message when an entry for a stolen badge is retired because the record's retention period has expired.

Section 2.5 changes the Protection Order File to send a Delayed Inquiry Hit Notification to the entering agency only.

Section 2.6 modifies the reject messages to include identifiers and to return a maximum of the first 65 characters of the incoming message along with the reject message.

* * * * * *

Any questions concerning the *NCIC 2000 Operating Manual* (December 1999), *NCIC 2000 Code Manual* (December 2000), or the distribution of TOUs should be directed to the Communications Unit at 304-625-4995.

TOUs are also available via the Internet on Law Enforcement OnLine (LEO) at www.leo.gov/lesig/cjis/programs/ncic/tous/index.shtml. Users with questions concerning access to LEO should contact the LEO Program Office at 202-324-8833.

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SECTION 2 -- SYSTEM CHANGES

2.1   MODIFICATIONS TO THE $.H. DELAYED INQUIRY HIT NOTIFICATION, $.R. TRANSMIT BENEFITS DATA NOTIFICATION, AND THE $.Q. SEXUAL OFFENDER NOTIFICATION

AFFECTED BY CHANGE: **Introduction**
                                                 Other Transactions
                                                 Convicted Sexual Offender
                                                 Registry File

EFFECTIVE DATE: **August 2004**

Background

At its fall 2000 meeting, the CJIS Advisory Policy Board approved three changes: 1) to modify the $.H. Delayed Inquiry Hit Notification to include the header from the inquiry transaction, 2) to modify the $.R. Transmit Benefits Data Notification to include the header from the Locate or Clear transaction, and 3) to modify the $.Q. Sexual Offender Notification to include the Entry or Modify transaction.

NOTE: The text in the $.H. Delayed Inquiry Hit Notification was modified in 2000; however, this information has never been documented in a TOU.

System Changes

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by highlighting; deletions are indicated by ~~strikeout~~.

INTRODUCTION

SECTION 2.9 -- ADMINISTRATIVE MESSAGES

    OTHER ADMINISTRATIVE MESSAGES

    $.H. Delayed Inquiry Hit Notification

    A $.H. administrative message is sent to the ORI entering or modifying a record which resulted in a hit response for an inquiry made within the last 5 days. A $.H. administrative message will not be sent to an agency that hits on a delayed queue inquiry which has the U.S. Customs Service's ORI VAUSC6099 unless the entry or modification transaction is to the Violent Gang and Terrorist Organization File or the Deported Felon File.

The following is an example of a $.H. message:

```
$.H.
MD0012600
YOUR RECORD WITH NIC/V123456789 OCA/56789 IS A POSSIBLE DELAYED
INQUIRY MATCH
PLEASE ASSURE YOUR ENTRY IS A REASONABLE MATCH WITH AN THE
INQUIRY ON 1230 EST 19990830 20040801 CONTAINING:
1N01HEADER
LIC/ABC123
LIS/MD
LIY/1999 2004
INQUIRING ORI/FL0130000 ATR/ANY CITY PD FL
407 555-1313
```

$.Q. Sexual Offender Notification

A $.Q. administrative message is sent to the ORI of an existing Convicted Sexual Offender Registry File record when another Convicted Sexual Offender Registry File record is entered with or modified to include an FBI Number that matches the FBI Number of the existing record.

The following is an example of a $.Q. administrative message:

```
$.Q.
MD0012600
INDIVIDUAL OF YOUR RECORD WITH NIC/X123456546 HAS BEEN MATCHED BY FBI
NUMBER TO A THE FOLLOWING NEWLY ENTERED SEXUAL OFFENDER RECORD WITH
NIC/X999999980
INTO NCIC.
PLEASE REVIEW YOUR RECORD AND CANCEL IF NO LONGER VALID.


MKE/SEXUAL OFFENDER
ORI/MI0090000 NAM/SMITH, JOHN SEX/M RAC/W POB/IL DOB/19681013
HGT/505 WGT/149 EYE/BLU HAI/BRO FBI/99999AB9 SKN/LGT SOC/123456789
ORD/19981231 ERD/20181231 SXP/N CRR/PROCURE FOR PROSTITUTION
CON/19981228 PLC/IL AOV/17 SOV/F DNA/N OCA/1998-12345A
MIS/ADDRESS IS FOR WORK - RESIDENT OF IL
ORI IS BORDERTOWN PD MI 616 555-1234
ADDRESS - INDUSTRIAL PARK DR
BORDERTOWN, MI 99999
NIC/X999999980 DTE/20040801 1123 EST
```

$.R. Transmit Benefits Data Notification

A $.R. is transmitted to the ORI of the transaction when the System is in statistics mode and a NCIC 2000 formatted locate or clear transaction is entered without benefits data and benefits data have not been previously supplied for the record.

```
$.R.
VA0290100
THE FOLLOWING RECORD WAS CLEARED TRANSACTION WITH HEADER
1N01HEADER FOR THE FOLLOWING
RECORD DID NOT CONTAIN WITHOUT BENEFITS DATA:
MKE/CANCELED STOLEN VEHICLE
ORI/VA0290100 LIC/1234567 LIS/VA LIY/19982004 LIT/PC

VIN/3J573A7012345 VYR/1971 VMA/OLDS VMO/SUP VST/2T
VCO/WHI/BLU DOT/1998010320040729 OCA/99999
NIC/V756196908 DTE/19980125200408011 1130 EST
TRANSMIT BENEFITS DATA AS SOON AS POSSIBLE
```

OTHER TRANSACTIONS

SECTION 4.1 -- GENERAL INFORMATION

1. More information concerning general concepts for benefits and effectiveness data can be found in the Introduction chapter of this manual. Specific details concerning entry of benefits and effectiveness data can also be found in the locate, clear, and cancel sections of each NCIC 2000 file.

2. Although the entry of benefits and effectiveness data is optional, the user is expected to enter these data at the time of a locate, clear, or cancel. However, when the user clears or locates a record without providing any benefits data and the System is in statistics mode, the System will issue a notification ($.R.) to remind the user that benefits and effectiveness data have not been provided. The user would then the submit a separate transaction via the LRBD (enter benefits data after a locate transaction) or CRBD (enter benefits data after a clear transaction) message with the required data.

   The $.R. Transmit Benefits Data notification format is as follows:

```
$.R.
<ORI>
THE FOLLOWING RECORD WAS <status> TRANSACTION WITH HEADER
1N01HEADER FOR THE FOLLOWING
RECORD DID NOT CONTAIN WITHOUT BENEFITS DATA
<affected record>
TRANSMIT BENEFITS DATA AS SOON AS POSSIBLE
```

CONVICTED SEXUAL OFFENDER REGISTRY FILE

SECTION 1.8 -- $.Q. SEXUAL OFFENDER NOTIFICATION

A Convicted Sexual Offender Registry File Notification is transmitted to the ORI of the record when another record is entered with, or modified to include, an FBI number that matches an FBI number in an existing Convicted Sexual Offender Registry File record.

Upon receipt of the notification, the first ORI should ensure the Convicted Sexual Offender Registry File record is still valid. Per Title 42, USC, Section 14071(b)(7), states shall ensure that procedures are in place to accept registration information from nonresident offenders who have crossed into another state in order to work or attend school.

```
$.Q.
MD1012600
INDIVIDUAL OF YOUR RECORD WITH NIC/X0000345660 HAS BEEN MATCHED BY FBI
NUMBER TO A THE FOLLOWING NEWLY ENTERED SEXUAL OFFENDER RECORD WITH
NIC/X1234005634
INTO NCIC.
PLEASE REVIEW YOUR RECORD AND CANCEL IF NO LONGER VALID.


MKE/SEXUAL OFFENDER
ORI/MID090000 NAM/SMITH, JOHN SEX/M RAC/W POB/IL DOB/19681013
HGT/505 WGT/149 EYE/BLU HAI/BRO FBI/99999AB9 SKN/LGT SOC/123456789
ORD/19981231 ERD/20181231 SXP/N CRR/PROCURE FOR PROSTITUTION
CON/19981228 PLC/IL AOV/17 SOV/F DNA/N OCA/1998-12345A
MIS/ADDRESS IS FOR WORK - RESIDENT OF IL
ORI IS BORDERTOWN PD MI 616 555-1234
ADDRESS - INDUSTRIAL PARK DR
BORDERTOWN, MI 99999
NIC/X1234O0563 DTE/20040801 1123 EST
```

2.2   MODIFICATION OF THE NCIC PERSON FILES ENTRY ACKNOWLEDGMENT MESSAGE TO INCLUDE THE OCA FIELD TO UNIQUELY IDENTIFY THE RECORD

AFFECTED BY CHANGE: **Convicted Person on Supervised
                                                                                    Release File
                                                                        Convicted Sexual Offender
                                                                                    Registry File
                                                                        Missing Person File
                                                                        Protection Order File
                                                                        Violent Gang and Terrorist
                                                                                    Organization File
                                                                        Wanted Person File**

EFFECTIVE DATE: **August 2004**

Background

In June 2000, the CJIS Advisory Policy Board approved a proposal to modify the NCIC person files acknowledgment messages to include the Originating Case Agency Number (OCA) Field to uniquely identify the record. The OCA Field is mandatory in all files except the Protection Order File. The user may substitute the Protection Order Number (PNO) Field for Protection Order File records when an OCA is not available in the record.

System Changes

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by highlighting; deletions are indicated by ~~strikeout~~.

MISSING PERSON FILE

SECTION 2.1 -- EXAMPLE OF AN UNEMANCIPATED MISSING PERSON ENTRY

```
1N01HEADER.EMJ.MD1012600.SMITH, JOHN J.M.W.MD.19851012.20000312.
510.165.GRN.BRO..FAR.SC R LEG...216343737....MP.19991201.56789...
LAST SEEN WEARING BLUE AND RED SHIRT.Y.R............OPOS.C.N.P..
PK,NE.GOLD CROSS ON CHAIN.Y.FBI LAB, QUANTICO, VA 703-632-4000,
VA1234567, MTDNA, CODIS NUMBER - ABC-RMP-123456789
```

Acknowledgment:

```
1L01HEADER
MD1012600
NAM/SMITH, JOHN J NIC/M000069216
OCA/56789
```

PROTECTION ORDER FILE

SECTION 2.1 -- EXAMPLE OF PROTECTION ORDER FILE ENTRY

```
1N01HEADER.EPO.MD1012600.SMITH, JOHN J.M.W.MD.19701010.20000728.510.175.
BRO.BRO.416249J4.FAR.SC L EAR.121011CO141159TTCI13.AS-123456789.
123456789.N222333444.MD.1995.03.Y.19950728.14-017289.
100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR
VISITATION.Y.ABC123.MD.2000.PC.2G2PM37A2G2208042.1996.DODG.INT.
4T.RED.P012345.MD056013J.SMITH, JANE L.F.W.19700302..555225555.Y.FBI
LAB, QUANTICO, VA 703-632-4000, VA1234567, MTDNA, CODIS NUMBER - ABC-
UHR-123456789
```

Acknowledgment:

```
1L01HEADER
MD1012600
NAM/SMITH, JOHN J NIC/H123456789
OCA/14-017289
```

Note: For records that do not include OCA data, PNO data will be used.

CONVICTED SEXUAL OFFENDER REGISTRY FILE

SECTION 2.1 -- EXAMPLE OF A SEXUAL OFFENDER RECORD ENTRY

```
1N01HEADER.EXSC.MD1012600.SMITH, JOHN J.M.W.TX.19521012.19980521.
NONEXP.Y.510.175.BRO.BRO.123456A.DRK.SC R HND.121011CO141159TTCI13.
AS-123456789.123456789.98765432.MD.1999.1101.19910120.12345789.
DNA INFORMATION AVAILABLE BY CONTACTING SILVER CITY PD, OFFICER JOHNSON.
ABC1234.MD.1998.PC.3J57K5D012345.1975.OLDS.CUT.2T.BLU.30.DC.42.F.1234.
ELM STREET.SILVER TOWN.ESSEX.MD.99999.301 555-1212.Y.FBI LAB, QUANTICO,
VA 703-632-4000, VA1234567, MTDNA, CODIS NUMBER - ABC-UHR-123456789
```

Acknowledgment:

```
1L01HEADER
MD1012600
NAM/SMITH, JOHN J NIC/X000039206
OCA/12345789
```

CONVICTED PERSON ON SUPERVISED RELEASE FILE

SECTION 2.1 -- EXAMPLE OF AN ENTRY

```
1N01000005.EC.MD101260G.SMITH, JOHN J.M.B.AL.
19620623.509.168.BRO.BLK.494999W5.DRK.PRCD R EAR.
121011CO141159TTCI13.AS-123456789.123456789.34862561.MD.2003.
0907.612767853456.ON PAROLE, SUBJECT SHOULD REMAIN
WITHIN TOWN LIMITS OF BALTIMORE, NOT ALLOWED IN BARS.
ABC123.MD.1996.PC.2Y27H5L100009.1975.PONT.VEN.2D.BLU..
MD123456J.BALTIMORE PENITENTIARY.19900615.19991009.19951009.
FITZPATRICK, JOHN.301 555-3013.20021009.MD1012600..WORK FARM MD.Y.FBI
LAB, QUANTICO, VA 703-632-4000, VA1234567, MTDNA, CODIS NUMBER - ABC-
UHR-123456789
```

Acknowledgment：

```
1L01000005
MD101260G
NAM/SMITH, JOHN J NIC/C146203706
OCA/612767853456
```

VIOLENT GANG AND TERRORIST ORGANIZATION FILE

SECTION 10.1 -- EXAMPLE OF A GMC ENTRY

```
1N01HEADER.EGM.WA1230000.DREBIN,PAUL.M.W.MD.
19530531..601.209.BLU.BRO..ALB.TAT R CHK.
10121011C0141159TT13.MD-32614.123456789.M460603429409C.MD.1999.
CRIPS*WADC.ROARING 50S*WADC.A.20020101.94161242.
ARMED WITH TEC 9,TATTOO IS TEARDROP.Y.WGS532.
MD.1999.PC.2627HEL3B106924.1988.CHEV.CEL.4D.BLU.05.Y.FBI LAB, QUANTICO,
VA 703-632-4000, VA1234567, MTDNA, CODIS NUMBER - ABC-RMP-123456789
```

Acknowledgment:

```
1L01HEADER
WA1230000
NAM/DREBIN, PAUL NIC/T123457896
OCA/94161242
```

WANTED PERSON FILE

SECTION 2.1 -- EXAMPLE OF AN ENTRY

```
1N01HEADER.EW-C.MD101783J.SMITH, JOHN J.M.W.TX.19311012..510.175.BRO.
BRO..DRK.SC R HND.121011CO141159TTCI13.AS-123456789.123456789.98765432.
MD.2002.0907..19981201.123456789...98-0003457.MD101783J.KNOWN TO BE
VERY AGGRESSIVE WITH LAW ENFORCEMENT OFFICERS.Y.ABC123.MD.2000.PC.
2Y27H5L000009.1975.PONT.SUN.2D.BLU.00........1.Y.FBI LAB, QUANTICO, VA
703-632-4000, VA1234567, MTDNA, CODIS NUMBER - ABC-UHR-123456789
```

Acknowledgment:

```
1L01HEADER
MD101783J
NAM/SMITH, JOHN J NIC/W146203706
OCA/123456789
```

Note: When vehicular data have been entered, all entries and modifications will cross-search all person files (except the Unidentified Person File), and Vehicle, Boat, Vehicle/Boat Part, and License Plate Files.

2.3   EXPANSION OF THE ADMINISTRATIVE MESSAGE FORMAT TO INCLUDE ANY SPECIAL CHARACTER

AFFECTED BY CHANGE: **Introduction**

EFFECTIVE DATE: **August 2004**

Background

The NCIC administrative messages are composed of numeric and alphabetic characters to advise users of the System's status and to respond to certain actions associated with NCIC records. The System currently uses all alphabetic characters (except T) and the numeric characters 1 through 11 to identify administrative messages. The CJIS Division's staff is concerned that the current available messages will not be adequate to meet future needs for enhancements with administrative messages. If a future enhancement requires a new type of advisory or response to the NCIC user community, no character is available because the current authorized character set is exhausted.

During the fall 2001 CJIS Advisory Policy Board (APB) meetings and again during the spring 2002 APB meetings, CJIS Division personnel presented a topic paper concerning the matter and provided five solutions. The CJIS APB opted to "Expand current format to use any special character (for example, $.*.),” and to create an additional requirement to include a literal translation on a day-one forward implementation. "Literal translation" means that if a $.#. character is assigned a specific advisory or response, the literal translation will define what action the $.#. character indicates, i.e., $.#. "Identity Theft Response."

System Change

There is no change to the NCIC System at this time. The CJIS Division's technical staff will assign special characters to identify new administrative messages as needed based on future NCIC enhancements. No programming is required until there is a need for a new administrative message. Division personnel will advise users of the assignment of new administrative messages containing special characters as they occur.

2.4 **MODIFICATION OF THE NCIC ARTICLE FILE TO SEND A $.P. PURGE NOTIFICATION MESSAGE WHEN A STOLEN BADGE RECORD IS RETIRED**

AFFECTED BY CHANGE: **Introduction**
Article File

EFFECTIVE DATE: **August 2004**

Background

At its December 2002 meeting, the CJIS Advisory Policy Board approved a proposal to send a $.P. Purge Notification message to the entering agency when a stolen badge record is retired because its retention period has expired.

System Changes

NCIC will send a $.P. Purge Notification message to the entering agency when an Article File record with a TYP Code of IBADGE is retired because its retention period has expired or when the record is located.

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by highlighting; deletions are indicated by strikeout.

INTRODUCTION

SECTION 2.9 -- ADMINISTRATIVE MESSAGES

$.P. Purge Notification

This message is sent to the entering agency when a record has been retired because it has reached the end of its retention period. The records that are subject to $.P. messages are temporary felony want records, felony vehicle records, vehicle records not containing a VIN or OAN, boat records without a BHN or OAN, article records with a TYP Code of IBADGE, and located records (each chapter contains a section on Automatic Retirement).

ARTICLE FILE

SECTION 1.4 -- RECORD RETENTION PERIOD

1. A stolen article record is retained in the NCIC 2000 Article File for the balance of the year entered plus an additional year. Following expiration of this retention period, the record is automatically retired. When a record with a TYP Code of IBADGE is retired, a $.P. administrative message will be sent to the originating agency. For example, an article record entered in 1999 would be retired

    January 1, 2001. Additional information concerning the $.P. administrative message can be found in the Introduction chapter of this manual.

2.   An exception to record retention periods will occur in the event a serious error is detected in the record on file. Additional details concerning serious errors can be found in the Introduction chapter of this manual.

3.   Ten days after the stolen article(s) in a record is reported located, it is retired.

2.5   MODIFICATION OF THE NCIC PROTECTION ORDER FILE TO SEND THE $.H. MESSAGE ONLY TO THE ENTERING AGENCY

AFFECTED BY CHANGE: **Introduction**
                                                            Protection Order File

EFFECTIVE DATE: **August 2004**

Background

The Delayed Inquiry Program stores all inquiries on a delayed inquiry log for 5 days. During these 5 days, subsequently entered or modified records are compared against the stored inquiries to determine if a delayed inquiry hit is possible. NCIC transmits delayed inquiry hit responses to the entering/modifying agency ($.H. Delayed Inquiry Hit Notification) and to the inquiring agency ($.H. Delayed Inquiry Hit Response Notification).

An NCIC System user suggested that the CJIS Division's staff review the benefits of sending the $.H. notification for Protection Order File records. Division staff determined that although the $.H. Delayed Inquiry Hit Response Notification may not benefit an inquiring agency in regard to Protection Order File records, the $.H. Delayed Inquiry Hit Notification may benefit the agency entering the Protection Order File record if the agency has been unable to locate the person on whom to serve the protection order.

Therefore, the CJIS Advisory Policy Board at its June 2001 meeting approved a motion for NCIC to send the $.H. message only to the entering agency for Protection Order File records. A $.H. message will be returned only if the entering and inquiring agencies are different.

System Changes

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by highlighting; deletions are indicated by strikeout.

INTRODUCTION

SECTION 3.15 -- NEW FEATURES

    3.   Delayed Inquiry

            User inquiries are stored in NCIC 2000 for 5 days. Entry or modification transactions received by NCIC 2000 are checked against the log of inquiries. If any match occurs, both the user entering or modifying a record and the user who made the initial inquiry are respectively advised by way of a delayed inquiry notification and a delayed inquiry hit response (both $.H. messages). The following inquiries are not subject to delayed query processing:

1.   SPRQ (Global Inquiry)
2.   Batch Inquiry
3.   Request for Benefits and Effectiveness
4.   Request for Error Profile
5.   Request for Usage Analysis

The U.S. Customs Service's ORI VAUSC6099 is exempt from a hit response on all NCIC files except the Violent Gang and Terrorist Organization File or the Deported Felon File.

For Protection Order File records, the $.H. message will be returned only to the entering/modifying agency. The $.H. message will be returned only if the entering/modifying and inquiring agencies are different.

PROTECTION ORDER FILE

SECTION 5.5 -- ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY

5.   DELAYED-INQUIRY HIT NOTIFICATION ($.H.)

   1.   A $.H. is sent only to the entering/modifying agency for POF records.

   2.   A $.H. will be returned only if the entering/modifying and inquiring agencies are different.

2.6 **MODIFICATION OF NCIC REJECT MESSAGES TO INCLUDE IDENTIFIERS BY RETURNING A MAXIMUM OF 65 CHARACTERS**

AFFICTED BY CHANGE: **Introduction File**
                                        Article File
                                        Gun File
                                        Image File
                                        Other Transactions File
                                        Violent Gang and Terrorist
                                          Organization File

EFFECTIVE DATE: **August 2004**

Background

Currently, the NCIC System acknowledges entry transactions by sending a message that contains at least one key identifier and the NCIC number. This procedure enables users to link responses to the original transactions. The NCIC number is also included in the acknowledgment for modifications and other update transactions. If the System rejects a transaction, NCIC sends an error message (known as a reject message) to the user. NCIC reject messages do not contain key identifiers, making it cumbersome for users performing multiple transactions to identify the rejected message.

At its December 2000 meeting, the CJIS Advisory Policy Board (APB) approved a proposal to modify NCIC reject messages to include identifiers and to return a maximum of the first 65 characters of the incoming message along with the reject message. As a result of the APB's decision, the last line of all NCIC reject messages will contain the first 65 characters of the incoming message, which includes the header, message key, originating agency identifier, period field delimiters, and any other applicable information up to 65 characters.

This APB decision affects **all** NCIC files. However, only the Introduction, Article, Gun, Image, Other Transactions, and Violent Gang and Terrorist Organization Files have reject examples shown in the *NCIC 2000 Operating Manual* (December 1999).

System Changes

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by ~~highlighting~~; deletions are indicated by ~~strikeout~~.

INTRODUCTION FILE

SECTION 2.8 -- ERROR MESSAGES

1.   An error message advises an agency of an error in an NCIC 2000 transaction.   Error messages are frequently referred to as reject messages since the first word is always REJECT. Some error messages contain Message Field Codes (MFCs) to identify the field containing the error. The XXX in the following messages will be replaced by the appropriate message field abbreviation in an actual error message received from NCIC 2000.

2.   Error messages pertaining to the III are listed in the III chapter.

3.   The last line of an error message will include identifiers and return the first 65 characters of the transaction, enabling the user to link the response to the original transaction.

4.   Following each error message is a brief explanation of the error(s) causing the message to be transmitted. A review of the edits, examples, and formats for the particular file involved in the transaction may aid in identifying the reason for an error message. The following list of error messages is in alphabetical order to assist with finding a particular error message.

ARTICLE FILE

SECTION 1.7 -- CRITERIA FOR REJECTING DUPLICATE RECORDS

1.   If data in the SER and/or OAN and the TYP, BRA, ORI, and OCA Fields of a stolen article message are the same as those field codes of a record already on file in NCIC 2000, the second entry will be rejected with message REJECT ON FILE. Whenever the message REJECT ON FILE is sent, the record on file will also be transmitted.

2.   A duplicate record will be accepted if the ORI or the OCA in the second entry is different. If accepted, the first entry (record on file) will be furnished.

3.   When there are three or more article records on file with matching data in the SER Field, the TYP Field, and the BRA Field, the FBI CJIS staff cancels the nonunique serial number records and enters an ATTENTION message containing the same SER, TYP, and BRA. Any subsequent entry with the same SER, TYP, and BRA will be rejected as follows:

```
REJECT SERIAL NUMBER IS NOT UNIQUE, SEE FOLLOWING:

**ATTENTION**
IF SER/XXXXXXX-20-XXXXXXXX IS FOR TYP/XX-7-XX,
AND BRA/XX-6-X, IT IS NOT UNIQUE ACCORDING TO NCIC
QUALITY CONTROL. ASCERTAIN CORRECT SERIAL NUMBER.
1N01HEADER.EA.MD1012600.CPROJEC.XXXXXXX-20-XXXXXXXX.B HOWE.325.MD
```

The same reject message and caveat will be furnished to any modify transaction resulting in duplicate SER, TYP, and BRA.

GUN FILE

SECTION 1.7 -- CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the ORI, SER, MAK, CAL, and TYP Fields of a stolen, recovered, lost, or felony gun message are the same as those field codes of a record already on file in NCIC 2000, the second entry will be rejected with the message REJECT ON FILE. When the message REJECT ON FILE is sent, the record on file will also be transmitted.

2. A duplicate stolen, recovered, lost, or felony gun record will be accepted if the ORI in the second entry is different. If accepted, the first entry (record on file) will be furnished as a response to the second entry.

3. When there are three or more gun records on file in NCIC 2000 with matching data in the SER, MAK, CAL, and TYP Fields, the FBI CJIS Division staff researches the validity of the SER with the Bureau of Alcohol, Tobacco and Firearms (ATF). If ATF advises that the number is not a unique manufacturer-assigned serial number, the FBI CJIS Division staff cancels the records and enters an ATTENTION message containing the same SER, MAK, CAL, and TYP to alert users that the serial number is nonunique.

    Any subsequent entry with the same SER, MAK, CAL, and TYP will be rejected with the following message:

```
REJECT SERIAL NUMBER IS NOT UNIQUE, SEE FOLLOWING:
**ATTENTION **

IF SER/XXXX-11-XXX IS FOR MAK/XXX,
CAL/XXXX, AND TYP/XX, IT IS NOT UNIQUE ACCORDING
TO NCIC QUALITY CONTROL, ASCERTAIN CORRECT  SERIAL NUMBER.
1N01HEADER.EG.MD1012600.XXXX-11-XXX.REM.MOHAWK.308.RC.19990901.12
```

The same reject message and caveat will be furnished to any modify transaction changing a gun record to matching SER, MAK, CAL, and TYP.

IMAGE FILE

SECTION 1.10 -- CRITERIA FOR REJECTING DUPLICATE RECORD ENTRIES

Example of a Duplicate Fingerprint Image Reject Message:

```
1L01HEADER
MD1012600
REJECT-DUPLICATE FINGERPRINT IMAGE DATA
PREVIOUSLY ENTERED FINGERPRINT IMAGE IS:
ORI/DC1012500 NIC/W123456789 IMN/I287654123
IMT/F DOI/19991206
1B01HEADER.EIM.MD1012600.NIC/W123456789.IMT/F.DOI/19991206.FIM/FO
```

If the entry of a mugshot (IMT/M), fingerprint image (IMT/F), or signature image (IMT/S) is for a record that already has that particular image type associated with it, then a duplicate reject message is issued.

Example of a Duplicate Image Reject Message:

```
1L01HEADER
MD1012600
REJECT-DUPLICATE MUGSHOT
IMAGE PREVIOUSLY ENTERED IS:
ORI/DC1012500 NIC/W123456789 IMN/I987654321 IMT/M
DOI/19990302
1B01HEADER.EIM.MD1012600.NIC/W123456789.IMT/M.DOI/19991206.FIM/FO
```


If the entry of an identifying image (IMT/I) associates the image with a record that already has ten identifying images associated with it, then a REJECT-MAXIMUM NUMBER OF IDENTIFYING IMAGES EXCEEDED message is issued.

Example of a Reject Message After a Maximum Number of Allowed Identifying Image Entries Has Been Exceeded:

```
1L01HEADER
MD1012600
REJECT - MAXIMUM NUMBER OF IDENTIFYING IMAGES EXCEEDED
IMAGE(S) PREVIOUSLY ENTERED:
ORI/DC1012500 NIC/W123456780 IMN/I000039206 IMT/I DOI/19991206
ORI/DC1012500 NIC/W123456780 IMN/I000039317 IMT/I DOI/19991104
ORI/DC1012500 NIC/W123456780 IMN/I000041221 IMT/I DOI/19990905
ORI/DC1012500 NIC/W123456780 IMN/I000034252 IMT/I DOI/19990912
ORI/DC1012500 NIC/W123456780 IMN/I000034464 IMT/I DOI/19991212
ORI/DC1012500 NIC/W123456780 IMN/I000029101 IMT/I DOI/19991225
ORI/DC1012500 NIC/W123456780 IMN/I000029209 IMT/I DOI/19991005
ORI/DC1012500 NIC/W123456780 IMN/I000028765 IMT/I DOI/19991103
ORI/DC1012500 NIC/W123456780 IMN/I000021222 IMT/I DOI/19990807
ORI/DC1012500 NIC/W123456780 IMN/I000011223 IMT/I DOI/19991205
1B01HEADER.EIM.MD1012600.NIC/W123456789.IMT/I.DOI/19991206.FIM/FD
```

OTHER TRANSACTIONS FILE

SECTION 1.5 -- ADDITIONAL GUIDELINES

3.   USER DECISION CODE (UDC)

The UDC Field must contain a valid NCIC 2000-assigned code.

Code	Translation
D	Delete
P	Print and mail
S	Send electronically
T	Put on tape and mail

If the UDC code Field is S and the file size exceeds 32,000 bytes, the following error message will be transmitted:

```
1L01000005
MD1012600
REJECT - FILE GREATER THAN 32,000 BYTES
RESUBMIT WITH UDC/P OR UDC/T
1N01000005.FT.MD1012600.UDC/S.FLN/A243534
```

With this message, the user is urged to resubmit the transaction requesting retrieval of the file as a printout or on tape.

VIOLENT GANG AND TERRORIST ORGANIZATION FILE (VGTOF)

SECTION 3.2 -- EXAMPLE OF A GRC MODIFICATION

```
1N01HEADER.MGG.MD1012600.GNG/CRIPS*WADC.SGP/ROLLING 50S*WADC.
TTO/TAT R CHK DAGGER.
MIS/COMMONLY USE MINORS UNDER 21
```

Acknowledgment:

```
1L01HEADER
MD1012600
MODIFY GNG/CRIPS*WADC SGP/ROLLING 50S*WADC
```

This transaction contains: header (1N01HEADER), modification message key (MGG), Originating Agency Identifier (MD1012600), two record identifiers (GNG/CRIPS*WADC and SGP/ROLLING 50S*WADC), the fields being modified, and the data being modified (TTO/TAT R CHK DAGGER and MIS/COMMONLY USE MINORS UNDER 21).

If any agency other than the primary ORI attempts to modify any field other than that agency's own ORI and POC information, the transaction will be rejected as follows:

```
1L01HEADER
DC1012300
REJECT – TTO/DRS/HND/GTI
MIS/MAY BE MODIFIED ONLY BY PRIMARY ORI
1N01HEADER.MGG.DC1012300.GNG/CRIPS*WADC.SGP/ROLLING 50S*WADC.TTO/
```